

VIEWER LOG IN

1. When you have an established ROAR username and password, you may log into the ROAR website using the following link: <https://app.dps.mn.gov/roar/admin>
2. Enter your post number
3. Enter your password
 - a. If you have forgotten your password, click the Forgot Password? link and follow the system prompts
4. Click the Go icon to process to the log page
5. Click the Night Mode icon to darken the screen for use in the evening
6. Click the Help icon for user guides and further instructions

The screenshot shows the login interface for the REALTIME OFFICER ACTIVITY REPORTING (ROAR) system. The header is blue with the text "REALTIME OFFICER ACTIVITY REPORTING" and a "Welcome Lori" message with the date "10/3/2013" and time "14:4:49". A "Go" button is visible in the top right. The main content area has a white background with a "TOWARD ZERO DEATHS" logo on the left. The login form includes fields for "Post Number:" and "Password:", a "Forgot Password?" link, and a "Go" button. A "Help" icon is in the bottom left, and a "Night Mode" icon is in the bottom right. Red callout boxes with arrows point to various elements, labeled "Step #1" through "Step #6".

Step #1: Welcome Lori 10/3/2013 14:4:49

Step #2: Post Number:

Step #3: Password:

Step #3a: Forgot Password?

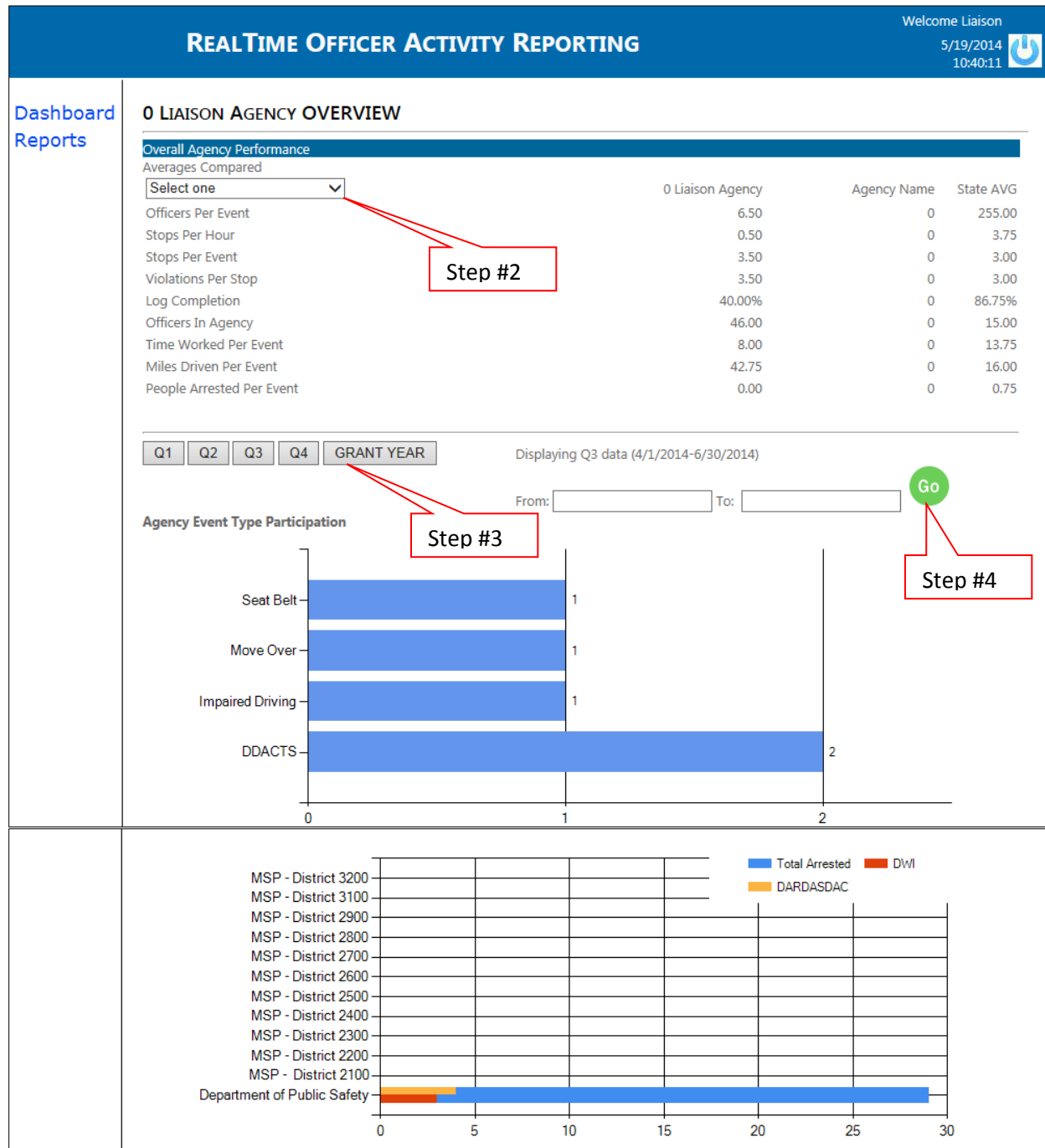
Step #4: Go

Step #5: Night Mode icon

Step #6: Help icon

THE DASHBOARD

1. The dashboard shows activity/statistics for your region for the current federal fiscal year
2. Use the Averages Compared drop down list to assess your region's performance
3. Use the Grant Quarter and Grant Year buttons to populate the charts with data
4. Enter dates into the Date fields and click Go to populate the charts with data from specific dates




ENFORCEMENT SATURATION “EVENT” REPORTS

1. Click on the Reports link in the menu

REALTIME OFFICER ACTIVITY REPORTING

Welcome Liaison
5/19/2014
11:0:45



Dashboard Reports

01 Step #1 OVERVIEW

Overall Agency Performance

Averages Compared

Select one

	0 Liaison Agency	Agency Name	State AVG
Officers Per Event	6.50	0	255.00
Stops Per Hour	0.50	0	3.75
Stops Per Event	3.50	0	3.00
Violations Per Stop	3.50	0	3.00
Log Completion	40.00%	0	86.75%
Officers In Agency	46.00	0	15.00
Time Worked Per Event	8.00	0	13.75
Miles Driven Per Event	42.75	0	16.00
People Arrested Per Event	0.00	0	0.75

2. Use the checkboxes next to the search fields to find an enforcement event:
 - a. Events associated with a grant number (type the grant number in the text box)
 - b. Events with a specific fiscal administrator (use the drop down list to select a name)
 - c. An enforcement type (distracted, impaired driving, move over, seat belt, speed). Use the drop down list to select the “event type”
 - d. Within a date range
 - e. Click the checkbox to download a Saturation Report with the data from the events contained within the parameters of your search
 - f. Click the checkbox to exclude events with no participation
3. Click the Go icon (if you indicated you wanted a Saturation Report, the search will produce a PDF of the report)

REALTIME OFFICER ACTIVITY REPORTING								
		Welcome LEL 4/23/2015 13:9:0						
Dashboard Reports	METRO LEL TERRITORY REPORTS							
Find Events								
Apply a check for each condition you want applied to the search. Search results are restricted by your agency affiliation; if you are a fiscal administrator; and if you are the coordinator for that event.								
Find Events That:								
<input checked="" type="checkbox"/> Agency Can Participate								
<input type="checkbox"/> Have Grant Number								
<input type="checkbox"/> With Fiscal Admin Of								
<input type="checkbox"/> With Event Type Of								
<input checked="" type="checkbox"/> In Date Range								
Options								
<input type="checkbox"/> Download as Report								
<input type="checkbox"/> Exclude events with no participation.								
Limit results to events where my agency can participate in the event.								
Select One								
Select One								
From: 03/01/2015 To: 03/31/2015								
Download the Saturation report for events matching the above options.								
Go								

4. To create a report showing statistics from multiple events, uncheck the check boxes to the left of each event you do not want to include in the report and then click the Create Event Combination Report link
5. Click on the PDF icon to view the Saturation Report for a single event
6. Use the Event Report link to view a high level summary of a single event's enforcement activity

REALTIME OFFICER ACTIVITY REPORTING
Welcome LEL
4/23/2015
13:19:46

Dashboard
Reports ▾

METRO LEL TERRITORY REPORTS

Step #4

[New Search](#) [Create Event Combination Report](#)

Total Events Found: 10

Event Overview					
<input checked="" type="checkbox"/>		Grant Agreement #	12345678	Event Report	
		Lead Agency	Saint Paul Police Department	Event Date	3/30/2015 - 3/30/2015
		Coordinator	SP AgencyAdmin	Location	imp 3-30
		Event Type	Impaired Driving		
		Total Stops	Total Arrested	Time Worked	
		5	1	1.5	
<input checked="" type="checkbox"/>		Grant Agreement #	1	Event Report	
		Lead Agency	Saint Paul Police Department	Event Date	3/29/2015 - 3/29/2015
		Coordinator	Stuart Burke	Location	imp 3-29
		Event Type	Impaired Driving		
		Total Stops	Total Arrested	Time Worked	
		4	1	3.75	
<input checked="" type="checkbox"/>		Grant Agreement #	123456778	Event Report	
		Lead Agency	Saint Paul Police Department	Event Date	3/23/2015 - 3/24/2015
		Coordinator	Stuart Burke	Location	impaired 3-23
		Event Type	Impaired Driving		
		Total Stops	Total Arrested	Time Worked	
		9	1	13.25	
<input checked="" type="checkbox"/>		Grant Agreement #	1234567	Event Report	
		Lead Agency	Saint Paul Police Department	Event Date	3/15/2015 - 3/15/2015
		Coordinator	Jeremy Ellison	Location	3-15 imp
		Event Type	Impaired Driving		

Step #4

Step #5

Step #6